

Meeting: Needs Assessment

Date: 8/16/04

Time: 12:00pm – 2:00pm

Location: SEMHAC Conference Room

Members Present												
Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Burks, Waymond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Farrell, Sarah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malamud-Price, Hollie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeks, Keith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sloss, Deborah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nixon, Denice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Guests												
Kuttnauer, David	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rush, Yvonne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott, Yvonne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff												
Cavette, Sandra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Akinyele, Kamau	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benson, Niyonu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniels, Jeff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Topic	Discussion	Action	Responsibility	Consult	Inform	Due Date
Meeting Convened at 12:15pm						
Previous meeting minutes	Motion to accept previous meeting minutes as written	Seconded and approved	Council			
Review Needs Assessment (Draft 5)	<p>Pg. 12 – Sample size charts and data added.</p> <p>Pg. 18 – Table changed to reflect latest 2004 data (vice 2003).</p> <p>Pg. 19 – Added latest prevalence data and comparison data.</p> <p>Pg. 34 – National chart updated to reflect % of indicated population instead of % of a %. (Pg. 23 – Draft 4).</p> <p>Pg. 50 & Pg. 133 – Collapsed charts as indicated in previous sessions (pgs 46 & 126 – Draft 4).</p> <p>Section 15 – Completely revised to reflect the split in the Out of Care (OOC) populations into those who choose to be OOC and those who fit the HRSA OOC definition.</p>					

	<p>Prevalence Data</p> <p>- While consultants did add prevalence data to this draft, none was included in the Executive Summary. It was decided that this was unacceptable and that this data will be added as the first bullet point in the summary.</p>	Consultants to complete within 48 hours	Consultants			8/18/04
Discussion Items	<p>It was noted that a special SEMHAC Executive Council meeting might need to be called in order to approve this assessment. The regularly scheduled meeting for the month of August had been canceled.</p> <p>There was more discussion concerning the addition of some language in the limitations discussions in the assessment concerning missing targeted groups (ex. MSM due to Substance Abuse issues).</p> <p>Many more issues were identified as items to be discussed at the next meeting of this committee, which will be devoted to creating a Lessons Learned document for use next year.</p> <p>- Where to go to get more OOC input?</p>	<p>TBD</p> <p>Sarah Farrell to write up some notes to be included.</p> <p>Some good points were discussed but entire subject was tabled till next meeting</p>	<p>SEMHAC</p> <p>Council</p> <p>Council</p>			<p>TBD</p> <p>8/20/04</p> <p>8/30/04 (?)</p>

	<ul style="list-style-type: none"> - How to choose a consultant expert next year (contract language, credentials, etc.). - Where, how, and how much manpower will be needed? - PLWH/As involvement in all phases of next year's assessment. 					
Meeting adjourned at 2:25pm.						

Recorder's Signature: Jeffery R Daniels

Date: 8/17/04